

**JUVENILE JUSTICE
GRANT PROGRAMS
PROCEDURES MANUAL**

**SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY,
OFFICE OF JUSTICE PROGRAMS**

JUVENILE JUSTICE GRANT PROGRAMS PROCEDURES MANUAL

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JUVENILE JUSTICE GRANT PROGRAMS PROCEDURES MANUAL

1. The purpose of the Juvenile Justice (JJ) Grant Programs within the Office of Justice Programs (OJP) at the Department of Public Safety (DPS) is to award, administer, and monitor four federal JJ grant funding streams for which the South Carolina Governor's Office has designated the Department of Public Safety to be the administering agency.
 - 1.1 The four JJ funding streams are Formula, Challenge, Title V Local Delinquency Prevention, and the Juvenile Accountability Incentive Block Grant (JABG).

2. Legislation and Regulation
 - 2.1 *Federal legislation* that authorizes and governs the funding streams is the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, and the 1997 Appropriations Act based on Title III of H.R. 3 as passed by the US House of Representatives. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is the federal agency charged with oversight and administration of these grant funding streams. Copies of all applicable federal legislation and regulations are maintained in electronic files on the JJ computer system.
 - 2.1.1 The Formula program is governed by Title II, Part B of the JJDP Act and federal regulation 28 CFR Part 31.
 - 2.1.2 The Challenge program is governed by Title II, Part E of the JJDP Act and the Challenge Grants Program Guideline issued in the federal register on May 10, 1995.
 - 2.1.3 The Title V program is governed by Title V of the JJDP Act and the Delinquency Prevention Program Guideline issued in the federal register on August 1, 1994 and February 15, 1995.
 - 2.1.4 The JABG program is governed by Title III of H.R. 3 as passed by the US House of Representatives, the guidelines issued in the federal register on April 21, 1999 (28 CFR Part 31, Section 500) and the JABG Guidance Manual issued by OJJDP and updated most recently in September 2000.
 - 2.2 *State law* is applicable because of its role in determining the state's compliance with the four core requirements of the JJDP Act. Formula grant funding is contingent upon compliance with these requirements, and noncompliance results in the loss of 20 percent of a state's allocation for each requirement for which a state is noncompliant. State law concerning the jail removal and separation of juveniles from adults requirements results in compliance with those two federal core requirements (see SC Juvenile Justice code sections 20-7-7210 (E) and (C)). State law does not address the core requirement of Disproportionate Minority Confinement (DMC), but no state law is in conflict. State law does conflict with the Deinstitutionalization of Status Offenders (DSO) core requirement by allowing status offenders to be securely committed for up to 90 days (see SC Juvenile Justice code 20-7-7810 (F)).

3. Federal Application Procedures

Early in the calendar year, OJJDP will mail a state-by-state list of allocation amounts for the next federal fiscal year (FFY) of each funding stream. The allocation amounts tell each state the amount of money to request on each application. They will also mail separate application packages for Formula, Challenge, and Title V. The completed applications are

due to OJJDP by March 31, unless they specify an extended deadline in the application materials for one or all three of the funding streams. JABG application materials arrive several months later and the completed application is due to OJJDP by June 30.

- 3.1 The *Formula* grant application is also called the Three-Year Plan or Multi-Year Plan, and is updated and resubmitted every year. It consists of an original and three copies of the following elements: a cover letter to SC's state representative at OJJDP, a memorandum to the SC Single Point of Contact at the State Budget and Control Board, a table of contents, Forms SF424 (Application for Federal Assistance), SF424A (Budget Information), 4000/3 (Assurances), 4061/6 (Certifications Regarding Lobbying, etc.), Budget Summary Attachment A, the JJDP Act Certified Assurances checklist, State Advisory Group Membership Form, Technical Assistance Needs, chart of DPS JJ program staff (including percentage of financial support from each funding stream), the Governor's Juvenile Justice Advisory Council, the chain of command up to the Governor's Office, and the comprehensive Multi-Year Plan as required in the JJDP Act Section 223(a). South Carolina also includes a request for waiver of the requirement that 2/3 of the Formula allocation be passed through to units of local government and private nonprofit agencies. The request must state the minimum percentage of the allocation that will be passed through, and is submitted each year with each Multi-Year Plan Update. In each of the two intervening years between Three-Year Plans, the comprehensive Multi-Year Plan portion of the application may be reduced to include only those components that have changed. On unchanged components, we submit a title page indicating that the information is unchanged. If the state is losing 20% of its allocation due to noncompliance with a core requirement, 50% of the remainder must be used to regain compliance with that core area. A request for an exception to this rule may be submitted to OJJDP in letter form.
- 3.2 The *Challenge* grant application consists of an original and three copies of the following elements: a cover letter to SC's state representative at OJJDP, a memorandum to the SC Single Point of Contact at the State Budget and Control Board, Forms SF424 (Application for Federal Assistance), SF424A (Budget Information), 4000/3 (Assurances), 4061/6 (Certifications Regarding Lobbying, etc.), one-page Application for State Challenge Activity for each activity area in which subgrants will be funded (due to federal regulations and allocation amounts, there are usually two areas), and the State Advisory Group Membership Form.
- 3.3 The *Title V* grant application consists of an original and three copies of the following elements: a cover letter to SC's state representative at OJJDP, a memorandum to the SC Single Point of Contact at the State Budget and Control Board, Forms SF424 (Application for Federal Assistance), SF424A (Budget Information), 4000/3 (Assurances), 4061/6 (Certifications Regarding Lobbying, etc.), the Title V Program Assurances, the Title V Budget and Budget Narrative, and a quarter-by-quarter Title V implementation schedule that spans the three-year federal grant period.
- 3.4 The *JABG* grant application consists of an original and three copies of the following elements: a cover letter to SC's state representative at OJJDP, a memorandum to the SC Single Point of Contact at the State Budget and Control Board, Forms SF424 (Application for Federal Assistance), 4000/3 (Assurances), and 4061/6 (Certifications Regarding Lobbying, etc.). South Carolina also includes, on an annual basis, a request for a waiver of the requirement that 75 percent of the funds be passed through to units of local government using the federal allocation formula.

The waiver request must state the percentage of funds to be passed through, and this percentage must reflect the percentage of juvenile justice related expenditures that are borne by the state as compared to local jurisdictions. Supporting expenditure data and explanations of state versus locally provided services must accompany the request.

4. Federal Awards

OJJDP will mail award documents to be signed by the OJP Administrator. An acceptance letter is mailed, accompanied by a copy of the signed award document and special conditions. The originals are maintained in Grants-Accounting files. The JABG, Title V and Challenge awards usually arrive in the summer of each year. The Formula award can arrive as late as November.

4.1 *The federal grant periods* for each funding stream begin on October 1 and end on September 30. The JABG grant period begins on the October 1 following receipt of the federal award and lasts for 24 months. For the Formula, Challenge, and Title V funding streams, the grant period begins the October 1 *preceding* the receipt of the federal award and lasts for 36 months.

4.2 Extension requests may be submitted to OJJDP, accompanied by an explanation of why it is necessary. If approved, OJJDP will mail a revised award document with the new grant period.

4.3 *Special conditions* are attached to the annual federal award from OJJDP for each funding stream. The conditions may vary according to the funding stream, and may also change from year to year. Some of these conditions are for informational purposes only, such as the requirement that a staff member attend CJJ conferences that are considered critical. Others require specific actions or responses, such as submitting proof that the administering agency is compliant with federal EEOP regulations. Also, a Follow-up Information Form must be submitted to OJJDP within 30 days of the award of each subgrant. This report provides basic information such as the amount of award, the program area, and subgrantee information.

4.4 The following *reports* are due to OJJDP (annually, unless otherwise indicated):

- *Compliance Monitoring Report*, due June 30 if the reporting period is the calendar year (form and samples are on computer files; required content is specified in the federal regulation; see section 12.3 for clarification of due dates)
- *GJJAC Annual Report to the Governor*, due annually to OJJDP; it details the state's progress in achieving and maintaining compliance with the four core requirements of the JJDP Act. OJJDP does not require a specific format. In South Carolina, the format is as follows: Section I – the JJDP Act; Section II, state laws and the state's degree of compliance with the core principles; Section III - Programs Funded (includes all funding streams); Section IV - Future Directions and Recommendations; Section V - biographies of all GJJAC members.
- *Annual progress reports*, due December 31 (Formula, for the reporting period of October 1 to September 30), November 30 (Title V, for the reporting period of October 1 to September 30), and June 30 (JABG, for the reporting period of April 1 to March 31). These reports must incorporate the OJJDP Performance Measures indicators that vary by funding stream and program area and are described in the DSG website, www.dsgonline.com. Using another designated

online system, subgrantees will enter data for their individual performance measures, which DPS will then aggregate electronically for submission to OJJDP. These reports may be submitted online by logging onto the federal Grants Management System located at <https://grants.ojp.usdoj.gov>. Click on "GMS Sign-In" at the bottom left and log into the system. If you do not know your User ID or password, click on the "Forgotten Your Password?" link to obtain it. Once you have logged into GMS, click the "Awards" link on the left hand column. You will then see a screen displaying all of the awards that you have received through GMS applications. Click on the "Reports" link on the right hand side of each grant to begin your report. Once you have started a regular report for that grant, complete each section. After all sections have been completed, submit the report. Repeat steps 3-4 until you have submitted a report for all grants listed. If there are grants that are not displayed or if the "Reports" link does not show, you must submit these reports by sending the completed Categorical Assistance Progress Report form to the Office of Justice Programs. If you have difficulty with the GMS Progress Reports system, contact the GMS helpdesk at (888) 549-9901.

- *Multi-Year (also known as Three-Year) Plan and Annual Updates*, due to OJJDP on March 31 of each year. This includes the normal application documents as well as additional required components that are specified in the federal regulation (see Section 3.1 above). In the two intervening years between Three-Year Plans, an update must be submitted that reflects any changes that have occurred. This includes not only any changes in data and objectives, but also personnel and State Advisory Group (SAG) membership changes.

5. Subgrant Application and Review Process

5.1 In the normal grant cycle, *notification of the availability of grant funds* is made by emailing a letter (signed by the OJP Administrator) announcing the annual Juvenile Justice Grant Application Workshop. The letter is emailed to the following: all relevant state agencies (excluding, e.g., the Dept. of Revenue), all city and town mayors and administrators, county administrators, police chiefs, sheriffs, solicitors, and individuals and agencies who have requested to be notified (a total of approximately 1,000 letters). Attached to the letter are the pass-through comment form, a two-page summary of the funding streams, a registration form, and maps to the meeting site. The announcement letter and attachments are also posted on the OJP JJ webpage. Because of its earlier application due date, the JABG Request for Proposal is posted on the JJ webpage in mid-November to allow applicants two months to prepare their applications. The announcement letter apprises applicants when the JABG RFP will be posted.

5.2 *The Application Workshop* is usually held in early December of each year and is attended by several hundred people. Directional signs are posted near the meeting room to help guide participants. JJ staff gives the presentation in Power Point format. Each participant is given a folder containing the following information: a list of folder contents, an agenda, points of contact, copies of presentation slides and space to take notes, Formula Grant Program RFP (light blue paper), Challenge Grant Program RFP (yellow), sources for national, state, and local juvenile data, a pass-through waiver request comment form, a summary of Juvenile Justice Grant Programs, a workshop evaluation form, sample programmatic application pages 1, 7-13, application instructions, and sample financial pages 1-5. Each form is usually

on a different color of paper, which is listed with the folder contents, to help participants quickly identify them. A Resource Table at the registration desk provides copies of brochures, handouts, additional sources of funds, and other supplemental information that might be useful to agencies and improve the quality of applications. A sample of these handouts is found in the JJ Application Workshop Task List, in addition to a computer file that assigns responsibility for providing and updating documents for the workshop to specific JJ staff members. This task list should be distributed by mid-October in order to allow sufficient time for preparation and copying. The SCDC print shop can be used to provide copying services for a fee.

- 5.3 *Requests for Proposals* (RFP) are revised for each funding stream using the previous years' as models. Dates and priority funding areas in particular may need revision. Most RFPs include the following sections: Introduction, Purpose, Eligible Applicants, Eligible Standard Program Areas, Funding Period, Distribution of Formula Funds, Matching Requirement, Guidelines for the Use of Formula Grant Funds, Application Review and Evaluation Process, Evaluation Plan, Grant Application and Review Schedule, Grant Application / Proposal Review Check List, Appendices (Grant Application Proposal Scoring Form, Standard Program Areas, Funding Priorities Description. In the Formula, Challenge, and Title V programs, subgrantees are required to contract with an individual or company (unaffiliated with the subgrantee or the project) to perform an evaluation of the project. JABG subgrantees do not have this requirement due to the different nature of the JABG program areas. The decision to require an evaluation for specific funding streams is at the discretion of the JJ Administrator and the OJP Administrator.
- 5.4 *Application Due Dates* are determined by the JJ Administrator each summer when drafting the annual implementation schedule for the upcoming federal fiscal year (October 1 – September 30). Because the JABG subgrant periods begin each July 1, the application due date is usually in mid-January to allow sufficient time to process the applications and prepare recommendations and awards. Title V, Formula, and Challenge subgrant periods begin each October 1, so the due dates are usually staggered weekly in February and early March, with the Formula grant applications due last (because of the greater volume received).
- 5.5 *The Application Review and Approval Process*
- 5.5.1 Begins with the receipt of the applications in Grants-Accounting no later than 5:00 p.m. on the due date. All paper applications are date/time stamped as soon as they are received (electronic applications are date-time stamped by the GMS computer system), and no exceptions to the due date and time are made for any reason. Any late applications are received, date/time stamped, and marked as late. They are not scored or considered for funding, but are sent denial letters on the designated award date and are included on the master list under the category "Applications Received Late".
- 5.5.2 JJ staff prints one copy of each application for scoring by the JJ Administrator and a designated JJ staff member and Grants-Accounting retains the originals. Copies are mailed to the members of the GJJAC Grants Committee (whose members are appointed by the GJJAC Chair) for scoring, accompanied by a cover memo (which includes any reminders and important features and requirements of the relevant funding streams, as well

as the due date for the scores to be returned), the appropriate RFP(s), and blank score sheets. All scores for are entered into the GMS system that calculates the average score for each application. There are different score sheets for Title V, JABG, and Formula/Challenge that incorporate various unique features of each program. The scoring scale ranges from 0 to a perfect 14. A score of 8.5 or above is considered Fully Qualified to be funded, and a 10.0 or above is considered Best Qualified. An application that is scored an average of below 8.5 is ineligible for funding, regardless of the availability of funding. If a scorer has an affiliation with an applying jurisdiction or agency, he/she must recuse him/herself from scoring that application. The recusal is noted on the appropriate page of the summaries and recommendations. The score is not calculated as a zero – the average is determined by dividing the total points by one fewer scorer. Per the PSCC, in the event that a scorer does score an application a total of zero, that score must be thrown out and not counted in the average score so as not to unduly influence the average score. A summary of rules for the Grants Committee is found on the JJ network files in the GJJAC/Grants Committee folder. Score sheets for each funding stream are found as an appendix to each respective RFP.

- 5.5.3 In the Title V and JABG funding streams, applications are then ranked from the highest scored continuation application to the lowest, but still qualified, continuation application, followed by the highest scoring new applications to the lowest, but still qualified, new applications.
- 5.5.4 In the Formula funding stream, priority program areas must also be taken into account. Formula applications are sorted by priority program areas as outlined in the Three-Year Plan/Update, beginning with applications in the highest priority program area. The highest scoring continuation application in this program area will be ranked first, followed by the highest scoring continuation in the second highest priority area, and so on. The last application in the rankings will be the lowest scoring new application in a nonpriority program area. All applications are placed on a master list (using Excel) under specific category headings. Those applications for which enough funds are available to fully fund are placed in rank order under the category of “Applications Recommended for Funding”. Applications that are scored qualified but for which not enough money remains to fund are placed in rank order under the category of “Applications Recommended Should Funding Become Available”. All applications scored below 8.5 are placed in rank order (taking program area, continuation/new, and score into consideration) under the category of “Applications Not Recommended for Funding”, followed by the category of “Applications Received Late”. However, no summary/recommendation page is written for an application that is received late.
- 5.5.5 Ranking applications within the Challenge funding stream is similar to the Formula process, but federal Challenge regulations must be followed, also. Specifically, no more than the equivalent of ten percent of the annual *Formula* grant allocation may be spent in any one program area. Because the Challenge allocation is usually around \$100,000, applications must be funded within two of the ten Challenge activity areas in order to be able to award all of the allocation. In the event that there are insufficient qualified

Challenge grant applications to award the full Challenge allocation, qualified Formula grant applications that fit within the two Challenge priority areas may be funded using Challenge funds.

Administratively, this is possible because both the Formula and Challenge programs require no match. In such cases of cross funding, the number of years funded in both Challenge and Formula would count toward a subgrantee's allowed maximum of three years of JJ Program funding.

- 5.5.6 Taking the Grants Committee scores and accompanying comments under advisement, JJ staff must use discretion in formulating the application summaries and funding recommendations document, known as the *Summaries and Recommendations*. The JJDP Act only gives State Advisory Groups the authority to review and comment on applications within 30 days, and the JABG Guidance Manual only gives the JCEC review authority also.

In South Carolina, SCDPS recommended to the Governor's Office that the GJJAC serve as the JCEC for the purpose of JJ grant review. SCDPS has not always concurred with GJJAC recommendations in the past. In such cases, the GJJAC has no recourse, although members could choose to attend the PSCC meeting and petition the Chair for time to speak. If an application has been scored qualified and is ranked high enough to actually receive a grant award but JJ staff feels that it should not be funded, there are several options. 1) One or both JJ staff can revise their scores for the application; 2) staff can contact the Grants Committee Chair and explain the situation and reasoning, and the Chair may choose to revise his/her score; 3) a meeting of the Grants Committee may be called to discuss the application; or 4) no further action is taken, but the application is not recommended for funding. In the case of the last option, the Grants Committee, the GJJAC, and the PSCC (in that order, each at the appropriate time in the review process) should all be fully apprised of the application's average score, scorers comments, and the reasons it is not recommended for funding. Reasons for not recommending a continuation application for funding in spite of a ranking high enough to receive an actual grant award include: a continuation application with a history of abysmal administration by the subgrantee; an operational but ineffective program; and a program that has not yet been implemented *and* is not taking appropriate steps toward implementation. For both new and continuation applications, reasons include not meeting the programmatic or financial requirements of pertinent federal regulations (e.g., Title V A – K requirements or prohibitions against supplanting), a project is absolutely not feasible, or it is not within an allowable funding area.

- 5.5.7 Grants-Accounting staff also review applications, but only those that have been ranked high enough to actually receive a grant award. Accounting and programmatic staff review these applications carefully for any miscalculations, addition errors (especially the bottom line total), ineligible items (such as 15-passenger vans), match amounts, etc. An application may be funded at a lesser amount than requested at JJ and Grants-Accounting staff's discretion as a result of this examination, or if insufficient federal money remains to fully fund the remaining qualified application that is next in line to be funded according to rank.

5.5.8 After the rankings are determined but before the GJJAC reviews the recommendations, JJ staff drafts the *Summaries and Recommendations*. After an introductory memorandum from the OJP Administrator to the PSCC, the contents are as follows: Table of Contents, Prior Year Program Funding, Program Areas, Scoring Guide, FFY2001 Formula Grant Master List, Summary of FFY 2001 Applications Recommended for Approval, Summary of FFY 2001 Applications Recommended Should Funding Become Available, Summary of FFY 2001 Applications Not Recommended for Approval. The page format for each application's summary and recommendation is as follows.

**City of West Columbia
1053 Center Street
West Columbia, SC 29169**

**Requested Amount: \$47,473
Recommended Amount: \$46,778
Application No.: IJS0001C**

Project Title: School Resource Officer Program

SUMMARY

The School Resource Officer Program is a nationally accepted program that places law enforcement officers (one officer per school) within the educational environment. Each School Resource Officer will act as a liaison between the law enforcement agency, school administration, student body, and the community. In the course of their duties as an SRO, each officer will be responsible for: 1) gathering intelligence on juvenile criminal activity; 2) presenting school lectures and seminars; 3) educating the students on topics ranging from date rape to drug abuse; 4) counseling students about their problems and discussing possible solutions; and 5) responding to requests from the community regarding criminal activity such as truancy, drug abuse and burglary. A signed agreement between the law enforcement agency and the school system will stipulate the responsibilities of the SRO, the law enforcement agency, and the school.

RECOMMENDATION

Approve. The requested amount has been reduced because the per diem costs exceeded the rate set by state regulation.

To continue this program for a third year, the City of West Columbia requested funds for one SRO, a portable projector, travel for training, and a metal detector. The officer serves Lakeview Education Center, which serves elementary, middle, high school, and adult education students. In 2000-2001, this school enrolled 200 students.

As of November 1, 2000, the SRO had conducted 35 classes / presentations, 74 arrests, 417 conferences, and 55 referrals.

Evaluator	Problem Statement & Needs Assessment	Project Description	Objectives & Performance Indicators	Budget	Total
1	2.0	2.0	3.0	1.0	8.0
2	2.0	2.0	4.0	0.7	8.7
3	2.0	2.0	4.0	0.9	8.9

4	1.0	2.0	3.0	1.0	7.0
5	1.5	2.0	3.5	1.0	8.0
6	1.0	1.5	3.0	0.3	5.8
7	2.0	2.0	4.0	1.0	9.0
Average	1.6	1.9	3.5	0.8	7.9

5.5.9 After the Summaries and Recommendations have been drafted, send a memorandum to the Grants Committee giving general information, by funding stream, about the number of applications received, the number that will be recommended for funding, and any unique, nonroutine issues concerning the applications, scores, or recommendations. Then the JJ Administrator works with the GJJAC Chair and the Grants Committee Chair to schedule a *GJJAC meeting* for the GJJAC to review and vote on the Summaries and Recommendations. If no other issues need to be addressed by the GJJAC in a meeting, the Chair may be amenable to staff emailing the Recommendations to members for a vote (those who do not have email would receive a hard copy via mail).

5.5.10 After the GJJAC has voted on the Recommendations, the OJP Administrator will schedule a meeting of the *PSCC*. The Recommendations should be mailed to PSCC members at least two weeks prior to the meeting. However, before they are mailed, the OJP and JJ Administrators meet with either or both DPS Deputy Directors for review and discussion of the recommendations, to include any issues that may arise during the PSCC meeting. The recommendations are emailed to the Deputy Directors prior to the meeting to brief them on the contents.

5.5.11 Before the PSCC meeting, the JJ Administrator drafts bullet points for the OJP Administrator that summarize the main points to be covered as the recommendations are introduced. The OJP Administrator drafts an agenda prior to the meeting that is approved by the PSCC Chair. At the meeting, the OJP Administrator begins with the first funding stream on the agenda after being given permission by the PSCC Chair. After a brief summary of the recommendations, members will ask questions of the OJP Administrator and sometimes of the JJ Administrator. If the OJP Administrator feels that the JJ Administrator could provide more information, he/she will ask for input. PSCC members will then vote to approve or disapprove the recommendations. This vote is the final determination of which applications are funded, and there is no appeals process available to applicants, DPS staff, or the GJJAC.

5.5.12 If no applications are recommended for approval within a funding stream, the recommendations must still follow the same procedures detailed above.

5.6 *General JJ Program Rules and Restrictions*

5.6.1 A single project may be funded for no more than three years, which must be consecutive. If funds for a project have lapsed and if an applicant chooses to reapply later, the application is not given priority consideration as a

- continuation. In addition, the subgrantee must demonstrate that additional funding will not supplant an existing state or local effort.
- 5.6.2 *JABG interest funds* must be matched by ten percent in cash, just as the regular allocation is. Although the federal JABG Guidance Manual does not require this, the JJ Program requires it for reasons of fairness and the effective administration of the funds. First, if subgrants funded with interest funds were not required to match their awards, it would be extremely difficult to award the regular allocation because there would be no incentive for applicants to apply for them. Second, the administrative tools used to award the maximum amount of interest funds possible would no longer work. These include funding a subgrant with both allocation and interest funds, as well as transferring part or all of a subgrant award to a previous year's interest funds to minimize reverted funds (usually equipment that can be purchased expediently before the funds expire). Moreover, it would be unfair to require some JABG subgrants to provide a match, but not others. It would also increase the amount of reverted funds to the federal government because the allocation and the interest would have to be administered separately.
- 5.6.3 *Continuation applications* must include information about their progress and accomplishments in the Project Description portion of the application, and must also include a copy of their most recent progress report. In order to be eligible for funding, Title V applications must include a three-year plan describing the extent of risk factors identified in the community and how these risk factors will be addressed. According to the Title V regulation, the plan must include the eleven elements described in the 1994 Title V regulation.
- 5.6.4 In order to be eligible to receive Title V funds, a jurisdiction must be certified as compliant with the four core principles of the JJDP Act. Federal regulation states that the State Advisory Group must certify jurisdictions as compliant, but as the GJJAC is a group of appointed volunteers, JJ staff performs this function. For the mandates of DSO, separation, and jail removal, JJ staff requests compliance information from DJJ statistical staff, providing them with the names of the applying jurisdictions. DJJ staff will apprise JJ staff of the number of violations (if any) of those three mandates from each jurisdiction. If there are violations, the rate must be within the acceptable limits as established by OJJDP according to the annual Compliance Monitoring Report formulae (these use juvenile population as a comparison). For a jurisdiction to be certified as compliant with the DMC mandate, it must be cooperative with any state efforts to address DMC.
- 5.6.5 Only cities, counties, and towns in South Carolina qualify as units of local government, per OJJDP. Police departments, sheriff's offices, school districts, and county DJJ or DSS branches are not eligible to apply directly, but may serve as the implementing agency.
- 5.6.6 The *Grant Terms and Conditions* (pages 14-24) may *not* be altered in any way by a subgrantee or applicant for any reason.
- 5.6.7 As of May 2000, 15-passenger vans may not be used to transport children in South Carolina. Contingent upon JJ Program approval, a subgrantee may purchase, lease, or rent a minivan or a minischoolbus.

- 5.6.8 Federal funds may not be used to supplant state or local funds (but may replace other federal funds). They may fund completely new programs, or for a distinct supplement or enhancement of an existing program. If personnel are funded, the position(s) must be in addition to the existing positions at the agency. If an existing employee is transferred into a grant-funded position, the vacant position must be filled.

6.0 Subgrant Awards Process

- 6.1 Letters to South Carolina *legislators* on Director's letterhead are routed with an Action Memorandum through JJ and OJP Administrators to the DPS Director for signature. Subgrant awards to state agencies should not be listed in the letters to legislators. Upon receipt of the signed delegation letters from the Director, SCDPS:
 - 6.1.1 Place letters in the appropriate envelopes; hold to be mailed on award date.
 - 6.1.2 Place memo for the record on the Action Memorandum to the Director indicating that the letters have been signed and prepared for mailing.
- 6.2 *Award documentation* routed through JJ Administrator to OJP Administrator for signature with an Action Memorandum. Upon receipt of the signed award packets (consisting of the cover letter signed by the Administrator, OJP, the grant award signed by the Program Administrator and the Administrator, OJP, and the Special Conditions and any accompanying corrected budget pages, if applicable) from the Administrator, OJP:
 - 6.2.1 Prepare award packets for mailing and file; hold to be mailed on award date.
 - 6.2.2 Original plus one copy to the Official Authorized to Sign
 - 6.2.3 Two copies to Accounting/Grants
 - 6.2.4 A copy plus the Points of Contact sheet that lists all contact information for Grants-Accounting and JJ staff, as well as the website address. All forms and reports that subgrantees will need throughout the grant year are available on the website, so no hard copies are mailed with the awards.
 - 6.2.5 Place memo for record on the OJP Action Memorandum that the award packets have been signed and prepared for mailing and filing.
- 6.3 If the awards total at least one million dollars, a *Press release* is drafted, emailed to JJ and OJP Administrators for approval, then to DPS Office of Executive Affairs for approval (also by e-mail), and finally, emailed to the Governor's Office (typically the designee of the appropriate Executive Assistant). Upon receipt of e-mail from the Governor's Office approving the press release,
 - 6.3.1 Make a copy of the final approved press release to serve as a suspense copy, on Executive Affairs letterhead.
 - 6.3.2 On the award date, email the final approved press release to Executive Affairs to be released the day after the award date.
 - 6.3.3 Receive a fax copy of the press release from Executive Affairs as documentation of the fact that the press release was broadcast and the date/time this was done.
 - 6.3.4 Mail/email a copy of the press release to the GJJAC after its official release, accompanied by a memo explaining that the awards are now public knowledge and may be openly discussed.
- 6.4 *Governor's Package* (Action Memorandum, program briefing page, Master List and Governor's letters) routed through JJ and OJP Administrators, DPS Counsel to the Director, DPS Director, and contact point at Governor's Office. Upon receipt of the

signed Governor's Letters from the Governor's Office:

- 6.4.1 Prepare copies of the signed Governor's Letters for Accounting Grants.
- 6.4.2 Mail the original Governor's Letters, the Delegation Letters, the Awards Packages, and the Denial Letters on the award date.
- 6.5 *Denial letters* routed with Action Memorandum through JJ Administrator to OJP Administrator for signature.
 - 6.5.1 When signed, place memo for record on Action Memorandum.
 - 6.5.2 Mail to Authorized Official on the award date.
- 6.6 Upon mailing of the Governor's Letters, the Delegation Letters and the Awards Packets:
 - 6.6.1 Place *memo for record* on the Action Memorandum to the Director (re: Delegation Letters) that the Delegation Letters have been sent, including the date and time.
 - 6.6.2 Place memo for record on the OJP Action Memorandum (re: Award Packets) that the Award Packets were mailed to the Officials Authorized to Sign, and to the Project Directors, including the date and time.
- 6.7 Place memo for record on the Action Memorandum for Governor's Letter(s) and Press Release(s) that the press releases were released (date and time from the fax copy from Executive Affairs), and that the Governor's Letters were mailed, including the date and time.
- 6.8 Prepare an *Individual Progress Report* (IPR) online for each subgrant and forward to OJJDP within 30 days of the award.

7.0 Subgrant Periods

- 7.1 The JJ Administrator determines *subgrant periods*, which in most cases are 12 months in duration. The Formula, Challenge, and Title V subgrant periods begin October 1 and end September 30. A subgrantee may request an extension to the grant period of up to three months in order to spend any remaining funds. Such requests are approved at the discretion of the JJ Administrator with the concurrence of the OJP Administrator, subject to the expiration of the federal grant period. The JABG subgrant periods begin April 1 and ends March 31. The *terms* grant year, calendar year, state fiscal year (SFY), and federal fiscal year (FFY) each refer to a very different 12-month period. The grant year, as stated above, is determined by the JJ Administrator. The calendar year extends from January 1 to December 31, and state fiscal year extends from July 1 to June 30, and the federal fiscal year extends from October 1 to September 30.

8.0 Subgrant Monitoring

- 8.1 *Progress reports* are due from each subgrantee on a semi-annual basis. The reports are received in Grants-Accounting, who retains the originals and forwards copies to JJ Programs. The progress report for the first six months is due thirty days after the end of the first six-month period. The final progress report is due 45 days after the end of the grant period. If a grant period extension is requested and approved, the approval letter should specify whether a third progress report will be necessary, as well as the new due dates for each progress report. There is a standard JJ four-page form for progress reports. However, school

- resource officer grants must use a different form for progress reports. These forms are saved in the JJ computer files in the Grants/Forms folder.
- 8.2 Subgrantee *financial reports* are due to Grants-Accounting on a quarterly basis. These are due within 45 days after the end of each three-month period and consist of three standard pages and any accompanying receipts/invoices. This report must accompany any request for reimbursement. Advance payments are not permitted in the JJ Programs. A report must be submitted each quarter even if no reimbursement is requested. In this case, the three standard pages would show zeroes for the quarter.
 - 8.3 *Site monitoring* visits are performed by JJ staff a minimum of once per year, and the goal is two visits per year, if time allows. The date of each visit and the initials of the visitors are recorded on the Excel computer file .../grants/monitoring, progress report scores.
 - 8.3.1 Grants-Accounting staff should be notified before scheduling a visit in the event that they would like to attend and perform a financial monitoring at the same time.
 - 8.3.2 GJJAC members are notified of scheduled monitoring visits in the event that any would like to attend as an observer. Members are assigned to whichever of the three regions of the state they are located (Lowcountry, Midlands, or Upstate), and are notified by email (or by mail or telephone, if a member has no email address) when staff schedule a visit in that region. The map of regional assignments is saved as ...GJJAC/GJJAC Monitoring Map. This map is also used to keep track of the number of monitoring invitations extended to members and the frequency of participation. When members attend these monitorings, JJ staff should introduce the member(s) and then proceed with the visit as usual. Members are allowed to ask questions to the extent that they do not interfere with JJ staff's work. The form and content of the visit and the role of JJ staff are never to be altered in any way because of the presence of GJJAC members.
 - 8.3.3 When a new cycle of grant awards are pending, staff should plan to hold a Grants Management Workshop as soon after the award letters are mailed as possible, or make individual visits to each new subgrantee. Among other things, this workshop will explain to new subgrantees how and when to complete the required financial and programmatic paperwork, the expectation of JJ staff, tips on how to effectively administer a subgrant, how to maintain files, and what to expect during site monitoring visits. However, if there are only a few agencies receiving awards that have never before had a JJ subgrant, then JJ staff should schedule individual on-site visits with each subgrantee instead of holding a workshop. Subgrantees will often feel more comfortable with this arrangement and ask more questions than they would in a group setting.
 - 8.4 *Technical assistance* may be provided by both state and federal sources. Technical assistance from the state level is provided directly by JJ staff and includes answering questions, helping solve problems, and providing recommendations for improving grant applications.
 - 8.4.1 At the federal level, OJJDP contracts with various individuals and agencies to provide technical assistance upon request by states. One agency coordinates the TA for each funding stream for which the assistance is authorized (Formula and JABG). The Title V TA comes only in the form of

a series of three specific trainings to help local jurisdictions prepare better applications and meet the eleven federal criteria. TA for the Formula and JABG funding streams is much more flexible and comprehensive. In the Formula program, TA requests must be sent by the SFA to the OJJDP state representative using a specific form (saved as OJP Juvenile Justice Programs/Technical Assistance Request). If the request is approved, the state representative forwards it to the coordinating agency, which then arranges for an individual or agency to provide the actual TA. In the JABG program, requests may be submitted by either the SFA or subgrantees directly to the coordinating agency, but the same TA form must be completed.

- 8.4.2 TA requests are most often made to provide training for groups of subgrantees with similar needs (e.g., school resource officers, disproportionate minority confinement). On occasion, OJJDP selects certain states to receive Intensive Technical Assistance (ITA) on specific issues. As an example, South Carolina was chosen as one of five states to receive ITA on the issue of DMC. Unlike most TA requests, this type of TA is generally ongoing, having no limitation on the duration.

9.0 Unspent Funds

- 9.1 Every effort is made to *minimize* the amount of money that is returned to OJJDP unspent. Also, if 20% or greater of a state's allocation in a funding stream is returned, JJ staff must provide a written explanation to OJJDP. The following are ways to minimize the amount of reverted funds.
- 9.2 Encourage subgrantees to submit *budget revision* requests as soon as the need becomes apparent. This allows them more time to plan for the expenditure of any remaining funds.
- 9.3 If funds still remain unspent near the end of the grant period, the subgrantee may request an *extension* of the grant period of up to three months. This request is made using the same form as for budget revision requests. If a subgrant has been awarded a continuation for the subsequent year, then the two grant periods will partially overlap. In such cases, the first subgrant should be completely expended before any reimbursement is made from the second subgrant, wherever possible.
- 9.4 Funds that were unspent at the close of the subgrant may be added to the allocation available in the upcoming award cycle. However, any subgrant(s) funded using this money must be given a grant number by Grants-Accounting that reflects the federal fiscal year from which the funds originated. It is possible to fund a subgrant using multiple federal fiscal years of funds, if necessary. In this case, the subgrant must be split into multiple subgrants with grant numbers that reflect the correct federal fiscal year, and separate files must be maintained.
- 9.5 A very effective *preventative measure* to minimize reverted funds is for JJ staff to actively recommend appropriate ways to expend remaining funds before the end of the grant period. Staff should check with Grants-Accounting to see which subgrants have excessive amounts unspent several months prior to the end of the grant period and contact the Project Directors to discuss the likelihood of this money being spent. It may be that some or all of the funds have been spent but reimbursement has not yet been requested. If the funds haven't been spent and there are no concrete plans to do so, staff should work with the Project Director to develop ideas for appropriate expenditure. This may include providing catalogs of curricula or training materials, and a reminder about any necessary

budget revision requests. Staff maintains copies of such catalogs for this purpose, and other ideas may be gleaned from other subgrants that are similar in nature and program area.

10.0 Grant File Maintenance

- 10.1 Grant *records* are maintained in hard copy and also in computer files, wherever possible. Grants-Accounting maintains the hard copies in brown folders.
- 10.2 The JJ *computer files* are stored on the G: (DPS network) drive in the folder *OJP Juvenile Justice Programs*. Within this folder are the subfolders *Admin, Annual Report to the Governor, Compliance Monitoring, GJJAC, Grants, Legislative, Public Safety Coordinating Council, Robin, and Website*. *Robin* and *Admin* are administrative folders that include such things as fax cover sheets, labels, etc. The *Compliance Monitoring* and *GJJAC* folders contain subfolders named according to calendar year. The *Grants* folder is divided into the subfolders *Application Workshop, Challenge, Forms, Formula, Grant Shells, JABG, Site Monitoring, and Title V*. The subfolders for the four funding streams and for Site Monitoring are each further divided into folders by federal fiscal year of funding.
- 10.3 A *Master File* is maintained in JJ programmatic files for each awards cycle in each funding stream. This file contains copies of the legislator letters, the award letters and documents, denial letters, the Summaries and Recommendations, special conditions, the Project Director package, the press release, and any Action Memorandums and Routing Sheets with signatures.
- 10.4 *Paper files* are kept on site for three years, then boxed and sent to Archives for an additional five years. After a total of eight years, they are destroyed. Archives require the boxes to be labeled with specific information, and specific forms to accompany the boxes are also necessary.

11.0 OJP Planning and Administration

- 11.1 The *Implementation Schedule* is a very important planning document for the administration of the JJ funding streams. In chart form, it lists the key events in the federal fiscal year of each funding stream, is drafted by the JJ Administrator before October 1 of each year, and is distributed to each JJ staff member and JJ Grants Accountant for reference. It is also included as part of the semiannual progress reports to OJJDP and as part of the OJP Briefing Book and other documents. A sample is included in the appendix.
- 11.2 The costs of administering the JJ Programs are borne by using portions of the federal allocations. Federal legislation and regulations limit the percentage of each allocation that may be used for *Planning and Administration (P&A)*, and also specifies what percentage of state match is required. The percentage of state match may equal the percentage match required for subgrants, but in some cases it is substantially greater. When one FFY of P&A (e.g., FFY2001) is expended, the next FFY of P&A (FFY2002) should have already been written by the JJ Administrator and approved so that it can immediately be drawn down by Grants-Accounting for use.
 - 11.2.1 The JJ Administrator sets aside the necessary JJ P&A funds from the Formula and JABG allocations and writes four internal subgrants using the standard Formula grant application that subgrantees use. These four internal subgrants are Formula (JJDP) P&A, Compliance Monitoring P&A, GJJAC, and JABG P&A.

Grants-Accounting establishes a separate account code for each of these, which must be used whenever incurring an expense (to include mailing). If a state match is required (such as with Formula and JABG), both a state and a federal account number must be used, and the percentage of each must be specified.

- 11.2.2 The Formula P&A is limited to no more than ten percent of the federal fiscal year allocation and the state must match this dollar for dollar, i.e., if the JJ Administrator determines that \$160,000 is needed to administer the FY2003 Formula program from a FFY2003 allocation of \$800,000, \$80,000 (the maximum) is set aside for P&A, and the state must provide \$80,000, for a total FFY2003 P&A of \$160,000. The FFY2003 P&A will begin being drawn down for use as soon as the FFY2002 P&A funds are expended or expire. It is often wise to leave some cushion when writing these subgrants so as not to risk running out of P&A funds before the next year's federal funds are awarded. In fact, the Formula P&A customarily runs at least a year behind the subgrants that are awarded with the same FFY, and are designed so that the funds are expended several months prior to the original federal expiration date. OJJDP takes a dim view of asking for an extension to the federal grant period because the P&A has not yet been spent.
- 11.2.3 Federal legislation does not permit any portion of the Challenge allocation to be used for Planning and Administration.
- 11.2.4 Federal legislation permits up to five percent of the Title V allocation to be used for Planning and Administration, and this must be matched dollar for dollar by the state. Also, the state must declare the exact amount to be used as P&A in the application to OJJDP for funding. Historically, the JJ Programs have not used any of the Title V allocation for P&A.
- 11.2.5 Up to five percent of the JABG allocation may be used for P&A, and the state must match ten percent of the total P&A cost.
- 11.2.6 A portion of the Formula grant allocation (outside of the Formula P&A subgrant) is set aside each year and an internal subgrant is written to fund the JJ staff position of Compliance Monitor, and is 100 percent federal.
- 11.2.7 The GJJAC set aside amount is determined by OJJDP each year and is listed in the federal application instructions and allocation lists. It is usually around \$30,000 and is identical for each state. The GJJAC has a Treasurer who should be kept informed about the status of these funds, but the subgrant is written based on past history of need and usage (as are all of the internal subgrants). Therefore, the majority of the expenses (c. \$25,000) are in the travel category. Because DPS is responsible for the administration of these funds, *all* expenditures must be approved by the JJ and OJP Administrators. Nonroutine expenditures such as overnight / out-of-state travel or any nonroutine printing costs should also be approved by the GJJAC Chair. The GJJAC Chair also determines (with input from the JJ Administrator, if solicited) whom he would like to attend conferences and trainings. The JJ and OJP Administrators and the Director's Office have final approval authority.
- 11.2.8 Within the overall limits of the federal legislation, the amounts of each of the internal subgrants and the expenditure categories within the grants is determined by both anticipated needs and the rates of expenditure within each budget category in the previous year's P&A grants. The source of information on past expenditure rates (such as rent, telephone, indirect costs) is Grants-Accounting.
- 11.2.9 When the JJ Administrator determines the need to write the next FFY of a P&A

grant and/or has been notified by Grants-Accounting that one is needed, the subgrant is written using the past year's as a base, but inserting updated amounts. The draft is initialed by Grants-Accounting, then is routed by the JJ Administrator to the OJP Administrator, the Chief Financial Officer, and the Director's Office for signature. Signed copies are maintained by the JJ Administrator, the JJ Senior Accountant, and the internal subgrant supervisor. The grants should be written using the GMS system.

- 11.2.10 There are two types of revisions to the internal subgrants. The first involves changing the total award amount or adding a major expenditure (such as a large contract). This requires a revision by the JJ Program Administrator and must be routed for signature approval by the OJP Administrator, the Chief Financial Officer, and the Director's Office. Increasing the total award amount also requires the approval of the PSCC. The second type most often occurs when one budget category approaches zero before others do. In this case, Grants-Accounting can transfer funds from one category to another so that all categories approach zero at nearly the same time. This avoids having to draw from two FFYs of subgrants at the same time (e.g., JABG FFY2001 and FFY2002). The Grants-Accounting internal supervisor is not required to have OJP or JJ Administrator approval, but often asks one of these administrators to initial the revised budget page(s).
- 11.2.11 *Overmatch* is created because, although federal regulations do not require JABG interest funds to be matched, the JJ Program requires it for reasons of fairness and effective grants administration. This overmatch can be used to match a portion of the JABG P&A funds drawn from the federal allocation. In CY2002, this overmatch (drawn from FFY2000 and FFY2001 interest overmatch) was used to draw down an additional \$175,000 in federal P&A funds to pay for consultants to develop a Grants Management System (GMS) for the JABG program. The other JJ funding streams and OJP grant programs provided additional money afterwards to have these programs added to the GMS.
- 11.3 A *subgrant highlights chart* is maintained to provide a quick reference for staff, GJJAC, legislators, and subgrantees about subgrants funded. It is also included in the Annual Report to the Governor and made available on the Resource Tables for the GJJAC and the Application Workshop. This chart (sample in appendix) includes the column headings of Grant Funding Stream, Agency/Program Location, Program Title, Amount, Contact Person/Telephone, Grant Period, Target Population, Program Description, and Highlights (data on success, progress to date). At a minimum, this chart should be updated as the semi-annual progress reports are received.
- 11.4 The *OJP Briefing Book* is prepared as needed by the assistant to the OJP Administrator and is primarily used as an introduction to OJP for new PSCC members. It includes general information about each of the OJP funding streams that is updated and provided to the OJP Administrator by the JJ, Victims, and Criminal Justice Programs. A copy of this document is saved as ...grants/2001 Briefing Book.
- 11.5 Grants-Accounting is required to submit a *Federal Progress Report*, or FPR, for every funding stream on an annual basis. As a part of this, they need the JJ Administrator to complete a form for each funding stream. This information is updated from year to year using the file saved as ...grants/FPRs.

12.0 Compliance Monitoring

- 12.1 The JJDP Act of 1974, as amended, requires states to comply with the four core principles of DSO, DMC, Jail Removal, and the Separation of Juveniles from Adults. Section 223(a)(12)-(14) of the Act and CFR Section 31.303(c)-(f) describe the standards for compliance and the requirement for states to physically monitor facilities where juveniles may be placed on a residential basis (secure or nonsecure) pursuant to a public order. In addition, OJJDP provides a very helpful Guidance Manual for monitoring facilities (copy in Appendix). It also clarifies the criteria that OJJDP uses to determine compliance with the core requirements.
- 12.2 States must maintain a comprehensive list of these facilities, called the *Monitoring Universe*. This list does not have to be submitted to OJJDP unless they specifically request it. In SC, this list is updated at least annually by the JJ Compliance Monitor and is maintained in a Microsoft Access database.
- 12.3 The Compliance Monitor is also responsible for preparing the *Compliance Monitoring Report* for submission to OJJDP. OJJDP has a standard form for this report. In South Carolina, the data for the report is supplied by Department of Juvenile Justice and the Department of Corrections. The Compliance Monitor is responsible for requesting the data from the appropriate sources, synthesizing it into the report, and supplying any supplemental information that would indicate progress toward regaining compliance with a core requirement (if applicable). This supplemental information may include changes in state legislation and information from DJJ or the Department of Corrections that pertains to the data collection process. Otherwise, OJJDP does not want any other additional information other than what is requested in the monitoring report.
 - 12.3.1 The South Carolina Department of Public Safety, Office of Justice Programs(SCDPS) and the SC Department of Juvenile Justice (DJJ) have a mutual interest in reducing the incarceration rate of status offenders. DJJ and SCDPS has entered into a *Memorandum of Understanding (MOU)*. This MOU will allow SCDPS to audit each individual status offender and jail removal case involving secure detention or incarceration that occurs.
 - 12.3.2 To determine the exact degree of compliance of valid court orders with the federal checklist and to determine the accuracy of other DSO violations data from DJJ, SCDSP contracted with the USC Children's Law Office to audit DJJ case files for the 2002 and 2003 Compliance Monitoring Report periods. Because this contract has expired and SCDPS now has staff with the knowledge and experience to audit cases, DJJ and SCDPS are currently establishing a new process to audit DJJ case files. DJJ will provide to SCDPS a certain percentage of secure juvenile detentions and incarcerations apparently related to status offenses. The list will be generated by computer on a statistically random basis and will include MIS number, Last Name, First Name, Sequence Number of Offense, Hold Agency, Date of Incarceration, County, Offense, and Remarks. The list will be pasted and typed into an Excel spreadsheet, adding columns for status offenders, race, sex, date of birth, original charge, sentence, notes, and whether or not the juvenile was adjudicated or in DSS custody at the time of the incarceration. Sort the Excel spreadsheet, first by county and second by last name. Note cases as status offenders if adjudicated for runaway, truancy, incorrigibility, underage drinking, or curfew violation. DJJ should also provide a current list of DJJ contact people in each South Carolina county office along with fax and phone numbers and a Form 5 for each juvenile. DJJ County offices will provide copies of petitions, rules to show cause and court orders

associated with each status offender incarceration to the Department of Public Safety upon request. DJJ will allow SCDPS staff access to and use of the DJJ MIS system through a local office on a monthly basis. DJJ will allow similar access to the Juvenile Justice Management System (JJMS), as well as the opportunity to attend any JJMS-related trainings provided to DJJ staff. Violations found are documented on the Detention Reporting Form located in the SCDPS Excel file.

- 12.3.3 Using data provided by DJJ, SCDPS will compare the statistical compilation to actual court documentation in each case to identify if valid court orders were used, based on the federal valid court order check list, from the beginning of each status offender incarceration and verify possible VCO violations that occurred during the specified period. Accuracy of MIS data provided by DJJ should be checked by cross referencing with court documentation. In addition to verifying valid court orders, this process will also verify DSO violations that do not involve violations of valid court orders, ensuring that only true status offender incarcerations are included in final numbers reported to OJJDP.
- 12.3.4 SCDPS will also use DJJ MIS data to supplement detention data from local law enforcement agencies in order to determine DSO and Jail Removal violations. Each detention facility in South Carolina that is licensed by SCDC to securely hold juveniles sends SCDPS a monthly detention log of all juveniles held. The Compliance Monitor reviews these logs for potential DSO and Jail Removal violations according to the JJDP Act. Jail Removal only applies to secure facilities in SC that are not licensed as juvenile detention centers, and any juvenile log entry from such a facility that indicates a youth was held for over six hours should be flagged as a violation. There are two categories of DSO requirements: 1) juvenile detention centers, where status offenders may be held up to 24 hours, and 2) all other secure facilities, where they may never be held securely. If the facility is classified by SCDC as a juvenile detention facility, note any status offenders held securely over 24 hours (if the juvenile is also charged with a non-status offense, he/she is not considered a status offender). If the facility is an adult facility licensed to hold juveniles for up to 6 hours, note any status offenders held securely over 6 hours (if the juvenile is also charged with a non-status offense, he/she is not considered a status offender and must not have any physical or sustained sight or sound contact with adult offenders; both SCDC and SCDPS staff monitor for compliance with this). If a suspected violation is discovered, the Compliance Monitor calls the facility immediately to investigate. Confirm the times held securely and the charge(s) with detention center staff. If the violation is confirmed, add to a monthly list to notify SCDC Director of Inspections.
- 12.4 OJJDP does not establish numeric standards for *monitoring* facilities, but JJ Program policy requires that the secure facilities licensed to hold juveniles be monitored at least once per year. Standard forms developed by the JJ Programs are used to record information on both secure and nonsecure facilities. These are maintained in files in the Compliance Monitor's office. OJJDP's unwritten policy is to conduct a random sample of a minimum of ten percent on sight facility inspections. However, all secure facilities in South Carolina are monitored at least once per year.
- 12.5 The *Compliance Monitor's position* is often difficult, for two reasons. First, in order to do their job most effectively, he/she must review the records from secure facilities that list the entry and release dates, times, and offenses of each juvenile to look for any violations of the DSO, Separation, and Jail Removal core requirements and must visit the facilities

to verify the security level, yet he/she has no state statutory authority to do so. The facility administrators only provide this information (via monthly faxes and at site visits) because of a respect for and a good personal relationship with the Compliance Monitor. They are under no legal obligation, federal or state, to do so. Second, if state law does not agree with the JJDP Act requirements in an area that may be influenced by secure facility staff, the Compliance Monitor must attempt to educate the facility staff on the benefits of compliance, even though state law does not require compliance with the JJDP Act. Note that all secure facilities in South Carolina, whether juvenile or adult or detention or correctional in nature, must be licensed by the SC Department of Corrections Division of Inspections. The administrator and staff of this division understand the JJDP Act and the core requirements and are very helpful in securing compliance and cooperation among secure facilities statewide. These staff members should be made aware of any problems or issues that arise concerning these facilities.

13.0 Public Safety Coordinating Council

13.1 The Public Safety Coordinating Council (PSCC) has eight members who are determined by state statute (Sections 23-6-500 through 23-6-530, South Carolina Code of Laws, 1976, as amended). These are the Directors of SLED and DPS, a police chief, a sheriff, a victim representative, the Chair of the Senate Judiciary Committee or his designee, the Chair of the House Judiciary Committee or his designee, and a Chair appointed by the Governor. (The sheriff, police chief, and victim representative are appointed by the Governor.) The PSCC usually meets on a monthly basis or at the call of the Chair. The OJP Administrator advises the Chair on when the next business issues or grant recommendations will need to be considered, to include not only JJ, Victims and Criminal Justice, but the DPS Office of Highway Safety grant recommendations and issues as well. He/she then, in consultation with the Chair, selects tentative meeting dates, and then polls the members to determine how many would be able to attend. Based on this information, the meeting date is finalized. Refer to Section 5 for specific information on the PSCC's role in the grants approval process.

14.0 Governor's Juvenile Justice Advisory Council

14.1 The GJJAC serves in an advisory capacity to the Governor and the JJ Programs and reviews JJDP and JABG grant applications. The JJDP Act outlines specific membership requirements. It was created by state statute after the enactment of the JJDP Act in order to comply with the State Advisory Group requirement of the Act.

14.2 The *By-Laws* of the GJJAC are as follows:

**BYLAWS OF THE
GOVERNOR'S JUVENILE JUSTICE
ADVISORY COUNCIL FOR THE
STATE OF SOUTH CAROLINA**

(AS AMENDED JULY 31, 1998)

ARTICLE I

NAME

1.1 NAME: Pursuant to the Juvenile Justice and Delinquency Prevention Act of 1974 (Public Law 93-415) 42 U.S.C. 5601, *et seq.*, as amended by The Fiscal Year Adjustment Act of 1976 (Public Law 94-273); The Crime Control Act of 1976 (Public Law 95-503); The Juvenile Justice Amendments of 1977 (Public Law 95-115); The Juvenile Justice Amendments of 1980 (Public Law 96-509); The Juvenile Justice, Runaway Youth, and Missing Children's Act Amendments of 1984 (Public Law 98-473); The Anti-Drug Abuse Act of 1988, Title VII, Subtitle F -- Juvenile Justice and Delinquency Prevention Amendments of 1988 (Public Law 100-690); and The Juvenile Justice and Delinquency Prevention Amendments of 1992 (Public Law 102-586) revised April, 1993; Section 23-4-210 through 23-4-230 of the South Carolina Code of Laws, effective April 4, 1978; and Executive Order 75-14; the organization is established and shall be known as the Governor's Juvenile Justice Advisory Council, hereinafter referred to as the Council.

ARTICLE II

PURPOSE

2.1 PURPOSE: The State of South Carolina is deeply committed to the ideals of delinquency prevention and of a more effective juvenile justice system which protects society's and individual's rights, while at the same time provides appropriate opportunities for juveniles to be rehabilitated regardless of race, color, gender or creed. Therefore, it is necessary, in the public interest, to create an advisory body to provide recommendations on the prevention and control of juvenile delinquency, juvenile rehabilitation and treatment, and juvenile justice. The Council shall advise the Governor and the Governor's Committee on Criminal Justice, Crime and Delinquency, hereinafter referred to as the Governor's Committee (or its successor organization), and the Office of Safety and Grants (OSG) of the Department of Public Safety (or its successor organization), on policy matters to include legislative, administrative, and budgetary recommendations which affect the justice and social service systems dealing with juveniles in South Carolina. The Council in conjunction with the Office of Safety and Grants (hereinafter referred to as the Office) may:

- A. Establish needs and set priorities for funding as policy recommendations for the Governor's Committee and the Office.
- B. Receive and analyze juvenile delinquency and administrative data from state and local juvenile justice agencies, and make available to these agencies reports of this analysis;
- C. Prepare statewide plans, for adoption by the Governor's Committee and the Office, which are designed to improve the system, particularly the administration of juvenile justice and the reduction of delinquency in South Carolina and revise them from time to time as may be appropriate;
- D. Recommend and assist in advocating appropriate legislative, administrative, and budgetary proposals for the improvement of the juvenile justice system;
- E. Advise state and local interests of opportunities for securing federal assistance for delinquency prevention and for improving juvenile justice administration and planning within the State of South Carolina.
- F. Stimulate and seek financial support from federal, state, and local government and private sources for programs and projects which implement adopted juvenile justice administration improvement and delinquency prevention plans;
- G. Provide for the coordination of programs and activities of the several interests in the juvenile justice system at the federal, state, and local government levels in the preparation and implementation of adopted juvenile justice administration improvements and delinquency prevention plans;
- H. Advise the Governor's Committee on monitoring and evaluation of juvenile justice related programs funded by state and federal resources;
- I. Draft, recommend, and administer such reasonable policies and procedures as may be necessary to ensure the effective and efficient discharge of responsibilities assigned;
- J. Recommend and assist in the implementation of standards, goals, and policy direction for the improvement of the juvenile justice system;

- K. Take such other actions as may be necessary and appropriate to carry out the assigned duties and responsibilities of the Council as set forth in the Article; and
- L. Advise the Governor regarding methods to assure that juvenile serving agencies perform their duties.

ARTICLE III

MEMBERSHIP

3.1 NUMBER: The Council shall consist of not less than twenty-one and not more than thirty-three members and be composed of persons named by the Governor who are representative of juvenile justice agencies, units of local government, and public and private agencies concerned with delinquency prevention or treatment. At least one-fifth of these members shall be under the age of twenty-four at the time of appointment, at least three of whom shall have been or shall currently be under the jurisdiction of the juvenile justice system.

3.2 APPOINTMENT: The Governor shall name voting members at his discretion assuring adequate representation according to race, sex, and age. These members shall have training, experience, or special knowledge concerning juvenile delinquency or juvenile justice and fit criteria established by the Juvenile Justice and Delinquency Prevention Act of 1974, *et seq.* These members shall serve at the pleasure of the Governor.

3.3 RESIGNATION: All members shall have the right to resign from the Council. All such resignations, giving thirty days notice, shall be forwarded to the Governor with a copy to the Council Chairperson.

3.4 ATTENDANCE: All regular meetings shall be attended by the entire Council membership. Attendance will be kept in the minutes by the Secretary. Members who shall miss a second consecutive meeting without appropriate prior explanation to the Chairperson shall receive a letter requesting an indication of their desire to continue serving. The Chairperson may recommend that the Governor request a resignation or remove a member with poor attendance.

3.5 ALTERNATE: A member who is unable to attend may designate in writing a representative to attend in his/her place, but that representative will not have voting power. The written notice shall be delivered by the representative to the Secretary at the beginning of the meeting.

3.6 COMPENSATION: Council members shall not be entitled to compensation for their services, but they shall be reimbursed for mileage, per diem, and subsistence authorized for boards, committees, and commissions by the State of South Carolina.

ARTICLE IV

MEETINGS

4.1 REGULAR MEETINGS: There shall be regularly scheduled quarterly meetings of the Council.

4.1 SPECIAL MEETINGS: At the call of the Chairperson, there may be special meetings for a stated purpose.

4.3 NOTICE: The Council membership shall be notified at least thirty days in advance of the regular meetings. Such notices shall contain the time and place of the meeting. Agenda items which may require advanced preparation shall be forwarded to the Council at least seven days in advance of the meeting. The Council membership shall be notified at least seven days before any special meetings called by the Chairperson. Said notices shall likewise contain the time, place, and reason for the call.

4.4 PLACE: All meetings shall be held at a place chosen by the Council Chairperson and staff of the Office of Safety and Grants. Said place shall be of convenient location to all members and staff and suitable for the occasion.

4.5 QUORUM: No business of the Council shall be conducted without a quorum of the voting members present. A quorum shall be a majority of the voting membership. “Voting membership consists of members who have attended at least one quarterly meeting within the last year.”

4.6 PROCEDURE: The Council shall follow parliamentary procedure under *Roberts' Rules of Order*, newly revised, except when they conflict with the Council's By-Laws.

ARTICLE V

OFFICERS

5.1 NUMBER: There shall be a Chairperson, Vice-Chairperson, Program Facilitator, Treasurer, a Corresponding Secretary, and a Secretary.

5.2 APPOINTMENT OR ELECTION AND TERM: The Chairperson shall be named by the Governor and shall so serve at his pleasure. The Secretary of the Council shall be the Administrator of the Office of Safety and Grants or his designee and shall so serve in this dual function during his tenure. The remaining officers shall be elected by the council by majority vote of voting members comprising a quorum. The term of the elected officers shall be one year, but they may be reelected for additional terms.

ARTICLE VI

COMMITTEES

6.1 EXECUTIVE COMMITTEE: There shall be a standing Executive Committee of the Advisory Council to be appointed by the Chairperson. The Executive Committee may be delegated such duties and responsibilities as the Council deems appropriate.

6.2 SPECIAL COMMITTEES: The chairperson shall appoint or disband such special committees as from time to time become necessary for the efficient operation of the Council.

ARTICLE VII

AMENDMENTS

7.1 AMENDMENTS: These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a vote of the membership representing a quorum thereof at any meeting of the Council, special or regular, when the proposed amendment has been set out in the notice of such meeting.

14.3 Note that the quarterly *meeting requirement* does not specify that the meetings must be face-to-face. Federal regulations also require quarterly meetings, but do not specify that they must be face-to-face, either. When JJ staff email grant funding summaries and recommendations to the full GJJAC for their review and vote, this is considered a meeting, and members are able to instantly communicate with other members. Meetings are scheduled at the pleasure of the Chair, but the JJ Administrator may suggest a meeting to the Chair when he/she deems it necessary. When a face-to-face meeting is scheduled, JJ staff should notify the DPS Office of Executive Affairs to issue a public meeting notice.

14.4 GJJAC *committees* are formed at the discretion of the Chair. The Chair determines committee members and serves as an ex-officio member of all committees. Existing committees and membership as of May 2002 are as follows:

	PURPOSE	MEMBERSHIP	NOTES
Executive Committee	Established by the by-laws; can be assigned such duties as the GJJAC deems appropriate	Harry Davis Fred Ettline Lalita Ashley John Dewese	On occasion, reviews documents and reports for which it isn't feasible to send to the entire Council

Grants Committee	To review and score applications within all four grant programs	Harry Davis Fred Ettline, Chr John Dewese Bill Byars Chris Ross	
DMC Committee	To address the issue of Disproportionate Minority Confinement in South Carolina	Harry Davis John Dewese, Chr Lalita Ashley Jose Cuyar	
Diversion Committee	To identify gaps in youth services, research promising status offender diversion programs, and develop a strategic plan for the Governor's review	Harry Davis Bill Byars, Chair Greg Tolbert Karen Chinn Deadra Jefferson Randy Herod	
JABG Committee	To develop funding priorities for the JABG grant program	Harry Davis Jay Elliott, Chair Jorge Calzadilla Randy Herod Fred Ettline Bill Byars	Jay and Committee draft priorities, the JABG subcommittee and GJJAC approve, and they are attached to the grant Request for Proposal that is mailed to prospective applicants

- 14.5 As discussed in Section 5, the GJJAC *role in the grants process* is advisory only. JJ staff and the OJP Administrator have gone against their recommendations in the past. In such situations, the Summaries and Recommendations to the PSCC should specifically note this and explain why. The OJP Administrator should also discuss this in the PSCC meeting.
- 14.6 The GJJAC plays a principal role in the selection of *priorities* within each funding stream and the development of objectives and performance indicators for the Formula Grant Three-Year Plan. JJ staff is responsible for ensuring that GJJAC members are given the data and information on subgrant accomplishments that they need in order to set the priorities, and for ensuring that the selected priorities conform to federal guidelines. The selection of funding priorities is not applicable to the Title V program, because there is only one eligible area, Delinquency Prevention. The selection of priorities (and the development of objectives for the Formula program) must be completed in time for this information to be included in the Request for Proposal for each funding stream, as appropriate, when it is disseminated in early November of each year.
- 14.7 The GJJAC may use part of its annual allocation to support member participation in the Coalition for Juvenile Justice (CJJ) and its annual conferences and trainings. The CJJ is an organization recognized and funded by OJJDP to train and support State Advisory Groups. State Juvenile Justice Specialists and related staff are also eligible for membership. Historically, GJJAC members have been active in the CJJ and have been elected to offices such as Southern Regional Chair, national Treasurer, national Chair, Vice-Chair of the Ethnic and Cultural Diversity Committee, and have served as members of other committees. At CJJ business meetings, only SAG Chairs or their designees are allowed to vote.

Designees must be named in writing and forwarded to CJJ staff as far in advance of the meeting as possible.

15.0 Juvenile Justice Programs Staff Training

- 15.1 Juvenile Justice Programs staff *professional development* is very important to increasing job knowledge and developing and maintaining communication with equivalent staff in other states. Out-of-state training and development opportunities are most often sponsored by CJJ, OJJDP, and OJJDP-contracted organizations such as Development Services Group (DSG). The OJJDP and OJJDP-sponsored trainings are much more relevant and helpful than CJJ trainings. However, federal award special conditions attached to some funding streams (such as Formula) require the Juvenile Justice Specialist or a staff designee to attend the spring CJJ training conference and any other such trainings deemed critical. In-state training opportunities may include School Resource Officer (SRO) training offered by the DPS Criminal Justice Academy (CJA), the South Carolina Association of SROs (SCASRO), and the National Association of SROs (NASRO). Other examples are the USC Children's Law Office annual training and Department of Education trainings.
- 15.2 All in-state trainings and overnight stays must be *approved* by the OJP Administrator prior to the event. An Action Memorandum and a Travel Request Form must be completed, signed, and accompanied by a training agenda and registration form. All out-of-state trainings must be pre-approved by the OJP Administrator and the DPS Director's Office and accompanied by the same documentation.
- 15.3 *Training* is also provided by the JJ Program Administrator. For new staff, this training should be scheduled to occur daily for at least one week in 30-minute sessions. A package of information is provided for the employee's review prior to these meetings. Thereafter, informal training is provided on an as-needed basis. The JJ Administrator should accompany a new staff member on any monitoring visits until both the staff member and the Administrator feel comfortable with the new staff making these visits alone.

16. SCDPS Grants Management Information System (GMIS)

16.1. External Usage

16.1.1 General Information

- 16.1.1.1. At the Login Screen to the GMS system enter your screen name. This will always be your email address. Then Tab down to password and enter it. Next you must click on the Submit button, or it will simply clear the password.
- 16.1.1.2. Should the password be forgotten, the Project Director can click on Forgot Password button and a new one will be emailed to him. He may also call either OJP or Grants Accounting staff for help.
- 16.1.1.3. When the system accepts the password, the entrance screen will be shown. In the main section of the screen, all grant applications, and approved grants will be visible. In the top right are the menu options. They are: New Application, Help, User Information, Master List, and Logoff.
- 16.1.1.4. New application allows the user to see what programs are currently accepting applications, and the due dates for these applications.
- 16.1.1.5. The Help function opens a screen with a review checklist. This should be viewed and checked off prior to final submission of each grant application.
- 16.1.1.6. User Information is the section in which the user may change their password, email address, agency name, or phone number.

- 16.1.1.7. Master List is a list of all applications and awarded grants. This is the information contained on the screen upon entry into the system.

16.1.2 Application Cycle

- 16.1.2.1 When funding streams are available to accept applications it will appear as an option in the New Application screen. Select the appropriate funding stream and click New Application. **DO NOT submit the same application to every open funding stream.** Most grant programs are looking for specific requirements, and as such, submitting the same application to every program will not be beneficial to the outside user. Should questions exist regarding what funding stream to apply through, contact OJP staff.
- 16.1.2.2 Once the new application has been created, users may begin entering data on any page of the grant of their choosing. Pages may be navigated through the hyperlink numbers at the top of the page, with each number corresponding to a specific page of the grant application.
- 16.1.2.3 In order to save information from each page, click on the hyperlink for another page, or click the close button at the bottom of the screen. **DO NOT press Cancel, or use the back arrow in the internet browser program, as data entered will NOT be saved.** Once pages are saved in the system they may be returned to at any time prior to submission of the grant.
- 16.1.2.4 To exit GMS, simply click on the word Logoff at any time. To reenter GMS, retype the user email address and password.
- 16.1.2.5 After returning to the system, all open grant applications will be available for editing purposes. To do so, click on the work folder on the far right hand side of the application line. This will open another screen that will give the options of Edit Application, Submit Application, and Master List. Also, there is an Attachment upload folder that can be used to submit Letters of Support or Spreadsheets, etc.
- 16.1.2.5.1 Edit application allows the user to continue entering information into the grant application.
- 16.1.2.5.2 Submit application allows the user to lock and submit the application to OJP for review and scoring.
- 16.1.2.5.3 Master List allows the user to return to the main screen containing both applications and approved grants.
- 16.1.2.6 Once the application is complete, click the submit application button. This will open a screen with the review checklist prior to submission. At the bottom of the screen again press the Submit Application button. **After submitting an application, the user may only review the application. NO further changes to the application may be made.**

16.1.3 Grant Maintenance

- 16.1.3.1 After the announcement of grant awards and the receipt of grant award documents, users will create grant revisions online through the GMS. Additionally, Requests for Payment (RFP's) may be viewed through the system.
- 16.1.3.2 In order to make revision requests the user must open the workflow folder on the far right of the grant line. Upon opening this the options of Review Application, Create Revision, and Master List should be available.

- 16.1.3.2.1 Review Application should be used to determine the most current approved version of the grant.
- 16.1.3.2.2 Master list allows the user to return to the main screen containing both applications and approved grants.
- 16.1.3.2.3 Create Revision allows the user to lock the current version of the grant, and at the same time create a duplicate copy which is editable for the revision purpose.
- 16.1.3.3 After selecting the Create Revision button, the user will have the ability to make edits to any section of the grant application, and then resubmit.
- 16.1.3.4 Once the revision has been completed, click the submit application button. This will open a screen with the review checklist prior to submission. At the bottom of the screen again press the Submit Application button. **After submitting an application, the user may only review the application. NO further changes to the application may be made.**
- 16.1.3.5 During the course of the grant, after RFP's have been submitted, users may see how the amount of funds remaining in the each grant budget category by accessing the GMS. This is done through clicking on the workflow icon. Once in this screen, click View RFP. This will open another window that allows the user to see funds expended to date.

16.2 Internal Users

16.2.1 Application Cycle

- 16.2.1.1 At the Login Screen to the GMS system enter your screen name. This will always be your email address. Then Tab down to password and enter it. Next you must click on the Submit button, or it will simply clear the password.
 - 16.2.1.1.1 Advise subgrantees that the email password feature does work.
 - 16.2.1.1.2 Should the password be forgotten, the agency can click on the Forgotten Password button and a new one will be emailed or contact another internal user to reset the password.
- 16.2.1.2 When the system accepts the password, the entrance screen will be shown. No grants will be shown in the main portion of the screen, as no grant program has been selected from the drop down menus. In the top right are the menu options. They are: Configure, Paper Entry, Award Process, External List, Acceptance List, Review List, Sum & Rec., Reports, and Logoff.
 - 16.2.1.2.1 The Configure menu opens another page in the GMS system, containing the items that the user may change. For internal users (staff) this will typically show User Information, Auto Text, SQL Reports, Funding Stream Award, Legislative Maintenance, and Purge Un-submitted and Un-awarded Grants.
 - 16.2.1.2.2 User Information is the section in which the user may change their password, email address, agency name, or phone number.
 - 16.2.1.2.3 Auto Text is the section that controls the short cuts for entering Special Conditions. These short cuts may be added, deleted or edited from this screen.
 - 16.2.1.2.4 SQL Reports is perhaps the most complicated screen in the GMS system. From this page, reports may be created This function should **NOT** be used without knowledge of the SQL database system.

- 16.2.1.2.5 Funding Stream Award is a section that provides the grant program name and grant number, amount of award, year, federal start date, federal close date and whether the grant is active. This information should be entered for each new fiscal year of federal funds within each funding stream.
- 16.2.1.2.6 Legislative Maintenance is a list of all South Carolina's Senators and Representatives and addresses. This is updated yearly for changes and is used to create the legislative letters.
- 16.2.1.2.7 Purge Un-Submitted Grants is a section used to purge the un-submitted grants from past years that were not completed and submitted for consideration from an agency.
- 16.2.1.2.8 Purge Un-Awarded Grants is a section used to purge the un-awarded grants that were submitted but were denied.
- 16.2.1.2.9 The Paper Entry menu allows for the header data of a paper application to be entered to the system in order for an application number to be assigned. This is also useful for changing a grant application from one funding stream to another. **Note that paper entry applications MUST be taken from the acceptance list into the review list for work purposes.** When on this screen, you must select the funding stream, and the category from the drop down boxes before hitting the create button. If one or the other is not selected, an error message will appear.
- 16.2.1.2.10 The Award Process button opens the screen from which all the export features for mail merging exist. Great care should be taken with this screen, as Grant Numbers may be assigned from this screen. The award date that is entered on this page will be the date that applicants will be able to view their grant numbers. This ensures that they do not become aware of their grant award prior to the official award date.
- 16.2.1.2.11 The External List button allows you to see what agencies are completing their grant(s) for submission.
- 16.2.1.2.12 The Acceptance List allows you to see what agencies have submitted their grant(s).
- 16.2.1.2.13 The Review List is a list of grants that have been accepted from the acceptance list by Accounting-Grants for the purpose of reviewing, awarding or denying grants.
- 16.2.1.2.14 The Summaries & Recommendation button
- 16.2.1.3 To select a funding stream to view, click on the appropriate funding stream from the drop down menu in the top, center section of the screen.
 - 16.2.1.3.1 Once this has been chosen, the user may select a particular type of application from that individual funding stream (Ex. JABG SRO application).
 - 16.2.1.3.2 After selecting the funding stream, and application type, the final drop down menu will allow you to select what status of application you wish to view. This includes Approved, Denied, Pending, Delinquent, Declined Match, Delinquent Conditions, and Under Review.
- 16.2.2 Reviewing Grants
 - 16.2.2.1 Upon submission to the GMS system, all grants are considered "Under Review." This status means that no action has been taken on this grant.

- 16.2.2.2 To review a particular grant, click on the folder icon on the right hand side of the grant submission line. If it is an online application then the grant will be in the system, and may be viewed electronically.
- 16.2.3 For Summaries and Recommendations using the Juvenile Justice Programs format, (includes scoring grid), use the button for export on the Award Process page after the Summaries and Recommendations have been completed in the GMS system for each application. From the drop down menus, select the program from which you wish to export Summaries and Recommendations. Once the program is selected, click the export button. Below the button, a hyperlink will appear that says “download.” With your mouse, right click on the hyperlink, and select “save target as” when the save window opens, be sure that the information will be saved in the proper grant program file, and click save. You have now exported all of the data within the Summaries and Recommendations for use with the Summary and Recommendation shell. To access the shell, open Microsoft Word, and open the Summary and Recommendations document from the GMS folder located within the Juvenile Justice Grants folder. When this shell opens, then move the mouse over the “Open Data Source” button on the toolbar at the top of your screen. When this button is pushed, it will open another window from which the data table may be selected. Select the file that you have recently saved in your program folder as Summaries and Recommendations. This file will be a .csv file. Once it opens, your screen will look the same until you click the “view merged data” button on the toolbar. This button looks like arrows pointing in opposite directions, with abc printed directly below it. This imports the information from the file that was saved and so creates the body of the Summary and Recommendation pages. Before making any changes to this document, click on the “merge to new document” button. This is located on the toolbar at the top of the screen. After clicking the button, a new window will open, asking how many records to be merged. The default is set for “all” and this is the appropriate action. Click ok, and a new Microsoft Word document will open, and all of the Summary and Recommendation pages will be viewable and editable. Save this file in the appropriate grant funding folder, and close the shell document without saving.
- 16.2.4 The same process is used in order to create the special conditions, award letters, pending letters, denied letters, Governor letters, Legislature letters and the Governor’s Master list for awarded grants only, using the different applicable grant shells.
- 16.2.4.1 For the Governor’s letters, be sure to check the address and salutation sections at the top. The GMS system does not always transpose them correctly. For all city mayors, and judges, “The Honorable” should appear. For all directors of State Cabinet level agencies (ex. DSS, DMH, DJJ, SCDC, DPS, etc.) Governor Sanford has requested that the Salutation line should not read “Dear Director Byars,” but rather “Dear Bill.”
- 16.2.5 Once the Summary and Recommendations have been approved by the PSCC, and the funding decisions are finalized, ***ONLY then should the” Assign Grant Numbers” be clicked. DO NOT do this more than ONCE!!!*** If this is done more than once, or done after more grants are selected as awarded, then the order of grant numbers may change. Grant numbers cannot be seen by agency until the actual award date has occurred.